P 75

FEMC

STUDENT PAMPHLET

DA POLICY LETTERS

NEWARK PUBLIC LIBRARY

JUL 30 1986

U. S. GOVT. PUBS.
DEPOSITORY 378

1983

US ARMY ENGINEER SCHOOL - FORT BELVOIR, VIRGINIA

D103.120/3:

INDEX OF POLICY LETTERS

SUBJECT	DATE	PAGE
Clarification of Child Development Services (CDS) Minimum Standards	9 Sep 83	1
Metering Utility Consumption in Family Housing	15 Jul 83	16
Costs of Security Investigations of Contractor's Personnel, CA Letter 83-7	30 Jun 83	18
Policy Guidance on the Use of Facilities and Space Management	21 Jun 83	22
Commercial Activities (CA) Program Guidance for Housing Activities	27 May 83	34
MILCON Concept Design	28 Mar 83	54
Reporting of Family Housing Energy Consumption	7 Jan 83	62

DEPARTMENT OF THE ARMY
OFFICE OF THE ADJUTANT GENERAL
ALEXANDRIA, VA 22331

REPLY TO ATTENTION OF

9 SEP 1983

DAAG-PS

SUBJECT: Clarification of Child Development Services (CDS) Minimum Standards

SEE DISTRIBUTION

1. Minimum standards for CDS programs and facilities for all installations have been clarified as a result of consideration by a HQDA Functional Review Team during an assessment of selected CDS facilities in USAREUR during the period 8-19 August 1983. Acting within its authority, the HQDA team clarified standards in the areas of fire protection, health, safety, facility construction and CDS programing.

2. The standards currently found in the Army Child Care Survey, dated 6 Oct 82, are addressed in AR 608-10 (effective date 15 Oct 83). The attached clarifications are either incorporated within AR 608-10 or will be published as a change where appropriate. AR 608-10 will require annual reporting regarding compliance with the standards; DA Form 4841-R, found within the AR, will be used for annual reporting purposes effective 1 July 1984.

3. MACOMs should ensure distribution of attached clarifications to functional proponents (fire, health, safety, facility, and CDS) at both the MACOM and installation levels.

4. In view of the clarification statements, reassessment of facility corrective action plans is appropriate:

a. MACOMs should receive updated "imminent danger" corrective plans from respective installations by 15 Jan 84. (Installation's "as of date" is to be 31 Dec 83.) Request MACOMs compile data and forward both the summary of data and individual installation corrective action plans to DAAG-PSY NLT 15 Feb 84.

b. MACOMs should receive updated corrective action plans from respective installations regarding remaining minimum standards by 15 July 84. (Installation's "as of date" is to be 30 June 84.) Request MACOMs compile data and forward both the summary of data and individual installation corrective action plans to DAAG-PSY NLT 15 Aug 84.

5. Due to initial confusion concerning specific requirements, a time extension is granted for survey items #5 and #6 (i.e. FADS, sprinkler system/heads and direct signal/link to fire department or fire control center) to 30 Jun 84. In this regard, installations should assure completion as soon as possible but NLT 30 June 84.

ii

9 SEP 1983

DAAG-PS
SUBJECT: Clarification of Child Development Services (CDS) Minimum Standards

6. Request MACOM telephonic acknowledgment NLT 19 Sep 83 to DAAG-PSY (AV 221-0710, COM 202-325-0710).

FOR THE ADJUTANT GENERAL:

1 Enclosure
as

JACQUES B. GERARD
Colonel, GS
Director, Soldier/Family Assistance
(Chief, DA Functional Review Team -
Child Development Services)

DISTRIBUTION:

COMMANDER-IN-CHIEF
US ARMY EUROPE AND SEVENTH ARMY
COMMANDERS
US ARMY MATERIEL DEVELOPMENT AND READINESS COMMAND
US ARMY INTELLIGENCE AND SECURITY COMMAND
US ARMY COMMUNICATIONS COMMAND
MILITARY TRAFFIC MANAGEMENT COMMAND
US ARMY MILITARY DISTRICT OF WASHINGTON
US ARMY CRIMINAL INVESTIGATION COMMAND
US ARMY HEALTH SERVICES COMMAND
US ARMY FORCES COMMAND
US ARMY TRAINING AND DOCTRINE COMMAND
US ARMY WESTERN COMMAND
US ARMY JAPAN
EIGHTH US ARMY
SUPERINTENDENT
US MILITARY ACADEMY

FIRE

#3 Child activity rooms for children under 3 years of age in unprotected construction are individually separated from other areas by 1 hr. fire-resistant partitions.

Clarification: Walls separating all age group activity rooms/spaces will be fire-rated for one hour regardless of building construction. However, this does not apply to interior partitions/dividers/walls within a child activity space when two or more age groups are combined to meet program or facility constraints. In this case, the following maximum group sizes must not be exceeded (as an exception to group sizes cited in AR 608-10):

- 5 infants and 8 toddlers (13 max)
- 8 toddlers and 10 preschool age (18 max)
- 5 infant, 8 toddlers, and 10 preschool age (23 max)
- family style grouping formula per AR 608-10, para. 5-5, figure 5-1.

#4 There is a battery operated or hand-wound automatic fire alarm and detection system (FADS) in all areas of the child care center.

Clarification: Delete this item.

#5 The FADS consists of an automatic smoke detector system in all crib rooms, child activity rooms, lounges, offices and corridors; an automatic wet or dry pipe sprinkler system is provided for all hazard areas including kitchens, utility/boiler/mechanical rooms,closets and janitor areas, storage and laundry rooms.

Clarification: An automatic fire alarm and detection system (FADS) is required within each CDS facility. This requires installation of an industrial type smoke detection system in all areas of the CDS facility IAW NFPA 72F except specific room(s) where sprinklers are installed. Battery operated or single station smoke detectors are not acceptable. In certain cases, kitchens, utility rooms, etc., may be provided with smoke detectors in lieu of sprinkler heads. For example, a smoke detector may be used in lieu of sprinklers in normal hazard areas such as kitchens where single domestic type cooking ranges are used; in utility/boiler/mechanical rooms not adjacent to child activity areas and within fire resistant construction (e.g., in a basement of a CDS facility with a one hour fire door), in large classroom closets, in janitorial closets not containing combustible supplies and/or cleaning solvents, in a laundry room with a domestic type washer and dryer, or in storage areas containing noncombustible items or combustible items stored in metal/fire resistant cabinets.

Clarification: Sprinklers - A sophisticated sprinkler system is not required. In most cases, one or a limited number of sprinkler heads will be sufficient. A simple connection to the CDS facility current water system will meet the requirement. In OCONUS areas, hook-up approval from respective local authorities may be required.

#6 The FADS transmits a signal to the fire department serving the facility.

Clarification: The fire alarm system will be connected to the Army fire department or Army fire alarm control center where fire protection is provided by other than Army fire departments. This center must be manned 24 hrs/day and, where necessary, have a bilingual operator. As a last resort, a continuously manned MP station may be acceptable as the receiving station for the automatic signal. The preferred method of notification is a radio or hardwired signal. Where conditions preclude achieving the preferred method, an automatic telephone dialing system with backup battery is acceptable. The military fire reporting phone line or a leased commercial line may be used in conjunction with the automatic dialing system.

#7 There is a manual fire and evacuation alarm.

Clarification: This requirement refers to an electrically operated system which must be interconnected to the smoke detection system through a fire alarm control panel. A fire triangle or similar device is not acceptable. A manual fire evacuation alarm system is not required when the facility consists of only one room.

#10 Outside doors and doors used for exits have panic hardware in operable condition.

Clarification: Panic hardware consists of a door catching assembly incorporating a device which releases the latch upon the application of a force in the direction of exit travel. Panic hardware allows staff to evacuate facility with simple push/force against door device (i.e., use of hands is not necessary).

#12 Each room used as a child activity space has two remote exits, one of whiich leads directly to the outside.

Clarification: Each child activity space/room has two remote exits. A remote exit is defined as a fire exit which opens to the exterior of the building. This exit must be within 100 feet from the occupied room/activity space door and within 150 feet from any point in the facility.

In activity spaces/rooms serving children over 3 years of age, exits will lead directly to the outside either through an exterior wall or through a protected one-hour fire rated corridor with 20 minute fire rated doors. A protected corridor is not required where two exits are available within 50 feet of any point in the facility.

In activity spaces/rooms serving children under 3 years of age or hourly care children under 5 years, at least one of these exits will lead directly

to the outside through an exterior wall which serves that age group activity space/room.

Routes to exits will rot require travel through any other activity space/room or program area to reach the outside. Where a protected corridor is not required, a passage way for traffic flow may be erected using permanent or movable partitions, storage units or furniture.

Small rooms used as learning centers for a single activity (e.g. blocks) and generally accommodating ten or fewer children do not require two room entry doors. Where two or more small areas combine to form one child activity space/room for a single age group or a multi-age grouping, the total child occupancy of the combined area (room/activity space) will not exceed the maximum group size specified in AR 608-10 (or as specified in #3 clarification). In these situations, at least one door from each small area must be provided into the protected corrdior. Openings will be provided between adjoining small areas to allow access to activity space/room doors. (This is not considered "travel through another activity space/room or protected area").

#13 Exit doors from crib rooms are of sufficient width to accommodate evacuation of cribs.

Clarification: Exit door minimum width should be no less than 36 inches. Hold - open devices should be provided on these doors.

#14 All infant rooms have a direct exterior exit with an inclined ramp for emergency evacuation of wheeled cribs.

Clarification: A ramp is only required from child activity areas serving infants 6 weeks to 18 months old. Ramps should be limited to a maximum slope of 1:12. Ensure ramps are not less in width than the exit door leading to the ramp. Ramps will include guardrails whenever ramps exceed 1 foot in height above ground level. Provide non-slip surface on ramp.

#17 Thermal insulation meets minimum flame spread and smoke rating as specified in AR 420-70, para 2-14.

Clarification: Flame spread and smoke development rating IAW AR 420-70 and DoD 4270.1-M is not required where insulation is "sandwiched" between noncombustible walls (e.g., gypsum board).

READEX FICHE best copy available

#23 There is at least one hydrant within 200 feet of the facility.

Clarification: The location of the nearest fire hydrant may be beyond 200 feet when the initial fire department hose lay assures a direct connection to nearest hydrant with an adequate water supply. Where installation of a fire hydrant is not economically feasible, the MACOM may authorize a substitute water source.

#24 Facilities meet requirements of NFPA 101 "Life Safety Code" except as modified by AR 608-1 or standards listed previously.

Clarification: Facilities must meet all requirements of DoD 4270.1-M and NFPA 101 Life Safety Code except as modified by AR 608-10. When conflict occurs, AR 608-10 minimum fire standards will apply where fire protection requirements have been made more stringent to compensate for the higher staff/child ratios (fewer adults/more children) permitted by AR 608-10. CDS facilities are classified as "Educational Occupancies, Child Day Care Centers" within NFPA 101. Basic requirements, such as emergency lighting to illiminate all exit corridors and fire exit doors, are contained in the referenced documents and therefore are not necessarily repeated as an individual CDS standard.

#128 Drill procedures are published and conspiciously posted in the building.

Clarification: CDS personnel must receive intensive training on fire reporting and evacuation procedures. Particular attention must be focused on combustible facilities with large child populations. Individualized evacuation procedures will be determined for each group of children and instructions posted within that group's child activity room. Fire drills will be conducted year round at different times of the day including meal times, naptimes and during early morning and evening hours to ensure experience under "worst case conditions". Evacuation procedures will be followed exactly as prescribed by the fire marshal to include total evacuation (all children including infants) of the building at each drill.

#131 Evacuation crib(s) or devices are available in operable condition to remove infants.

Clarification: Standard evacuation crib(s) or metal crib(s), which have been modified with large rotating wheels, must be designated and used for this purpose. Wooden cribs should not be used. Hospital evacuation aprons may be used for very young infants.

HEALTH

#46 Drinking water will be available to children at all times.

Clarification: The intent is to provide a water source within or immediately accessible to, child activity rooms. Sinks with disposable cups or bubbler attachments are acceptable alternatives to drinking fountains. If drinking fountains are provided, they must be accessible to the child (at child height).

#47 Each activity area serving diapered children has a sink with hot and cold running water.

Clarification: Handwashing facilities within the child activity space and adjacent to the diaper changing area are essential to promote and facilitate hygienic practices after diapering children. Disposable wipes are not an acceptable alternative.

#48 An isolation area for ill children is provided that is capable of being monitored by designated CDS personnel.

Clarification: A separate area with nearby access to a sink and toilet will be designated for ill children. The sink or toilet do not have to be within the isolation area. In facilities where separate rooms are not available or practical due to program size or service, portable screens/partitions (e.g., library type) or designated space within the administrative area (i.e., director's office) may be utilized. The intent is to separate the child and provide a protected area to await the parent's arrival.

#51 Playground sandboxes must be protected (covered) to prevent accessibility to animals and routinely maintained to insure removal of glass and fecal material.

Clarification: Sandboxes are not required to be covered. Playground fencing should provide adequate protection from animals. Sand, however, will be maintained or replaced routinely.

SAFETY

#26 All areas within CDS facilities will be free of lead-based paint.

Clarification: If the presence of lead based paint is verified through direct read-out instrument or chemical analysis, the lead based paint must be removed or made impervious. Painting over these walls with latex paint is not adequate. Vinyl covering, paneling, and epoxy paint are examples of recommended impervious materials. However, epoxy paint is not acceptable in areas accessible to (within reach of) children.

#31 Double-hung windows will be counter-balanced to prevent finger or arm injuries.

Clarification: It should be noted that double-hung windows are not a requirement, but if in place, they will be appropriately counter-balanced to ensure that they do not fall free and cause injuries.

#32 .Door hardware is operable from either side, non-locking, and free from dangerous protrusions.

Clarification: This requirement applies to interior doors and cabinet hardware in child activity spaces. Room door hardware in toddler activity spaces will be located above the reach of children.

#35 Electrical appliances, radiators, heaters, fans and similar appliances meet UL, NFPA or PUV standards.

Clarification: Electrical appliances, heaters, fans and similar appliances meet UL, NFPA or comparable host nation standards. When in use, these items will be properly secured/placed to prevent toppling over. When not in use, they will be positioned or stored out of child's reach.

#36 All electrical outlets in child activity spaces will be nonremovable child safety types.

Clarfication: Child safety outlets should be of a specific type for this purpose. Easily removable covers or plugs are not acceptable. An insert that requires twisting the inner portion of the device to activate current and at the same time prevents a child from inserting any foreign object will meet this requirement.

#37 Radiators, pipes, electrical and heat-generating appliances are protected from child contact.

Clarification: Radiators will be enclosed by a wooden and/or wire mesh housing. Hot pipes will be wrapped by nonflammable/nontoxic insulation. This restriction does not apply to small cooking appliances that may be used under supervision in conjunction with nutrition developmental program activities.

#42 Surfaces under outside play equipment are of type to minimize injuries from falls.

Clarification: Rocks, glass, concrete, asphalt, and metal debris will be removed and a soft composition material i.e., resilient, molded rubber mat safety surface will be installed. If use of above referenced materials is not practical or feasible, the ground surface will be dug out, and sand or fine wood chips used to fill in areas underneath, in front of, or adjacent to climbing equipment, swings, slides etc.

#43 Outside child activity spaces (playground) are maintained in safe condition for continuous program use.

Clarification: Playgrounds will be maintained i.e., policed to insure removal of debris (rocks, glass, metal objects, etc.); grass and weeds cut, and holes filled as needed.

#71 Crib slat spaces are not greater than 2-3/8 inches.

Clarification: Cribs with slat spaces of 2-5/8 inches may be utilized provided bumper guards are used for infants under six months.

FACILITIES

#54 The mechanical room opens directly to the exterior of the building with no access to an internal space.

Clarification: In existing construction, doors to mechanical, boiler, furnace or electrical utility equipment rooms will not open into any interior or exterior child activity spaces. Such openings will be rendered inoperable, or use of that immediate child activity space will be discontinued. Doors currently opening to the interior of a building i.e., corridor, or basement must have a minimum one hour fire resistant rating, and be equipped with a self-locking latch and automatic door closer. When such doors open to a playground area, the same requirement will apply and a barrier (e.g., fence) will be provided to prevent child acccess.

#55, #57 (combined): Mechanical exhausts or operable windows are provided for all child activity, office, workroom, kitchen, toilet, and laundry spaces.

Clarification: The intent is to provide a fresh air supply into these rooms. Dryers will be equipped with an exhaust duct to the outside.

#56 Exhaust hoods vented outdoors are provided over kitchen cooking equipment.

Clarification: This applies to commercial kitchen equipment rather than small domestic or residential type appliances. Where commercial grade equipment is used, fire rated hoods and ducts must be installed. Commercial grade kitchen hoods will be equipped with an automatic extinguishing system per NFPA 96.

#58 Humidity control is provided in winter months.

Clarification: Humidity should be provided in the heating season to prevent the effects of excessive dryness. In most cases a simple water tray or similar device used in conjunction with room heating source (e.g. radiator) will suffice. Unless the local situation dictates otherwise, there is no requirement for mechanical equipment to produce and/or monitor relative humidity within the CDS facility.

#59 Standard tamper-proof thermostats located no more than 36 inches above the floor are provided.

Clarification: Where hot water radiators are installed, this requirement may be met by internal thermostats installed in the radiators. The intent is to monitor the room temperature at child level rather than at adult level.

#62 125v and 250v electrical outlets are provided in kitchen and laundry areas.

Clarification: 125v and 250v or equivalent OCONUS voltage will be provided in kitchen and laundry areas.

#64 One child flush toilet and lavatory is provided per 8 children 18 months - 3 years and per 15 children over 3 years of age.

Clarfication: Additional toilets are required for the toddlers due to the emphasis on toilet training for this age group. Where toilets and lavatories are provided within self-contained classrooms or child activity spaces, the following will apply: (1) one flush toilet and accompanying lavatory per group of 20 preschool age children ages 3-5 years; (2) two flush toilets and lavatory per group of 25 to 30 preschool age children ages 3-5 years.

#125 Spaces are provided for ...

Clarification: The kitchen will be located in a separate room/enclosure.

Clarification: A laundry area/room with adult controlled access will be provided to house washers and dryers. This may not be located within child activity spaces including child bathrooms. This area will contain secured storage for laundry supplies and storage space for clean and soiled laundry. For health and sanitary reasons, washers and dryers may not be located within the kitchen.

Clarification: A lockable janitorial closet/cabinet must be provided for secure storage of maintenance related supplies and equipment. This may not be located within child activity spaces including child bathrooms.

PROGRAM MANAGEMENT

#91 Children are served family style within their activity room.

Clarification: The intent of this requirement is to promote developmental programming at mealtimes i.e., self-help opportunities (pouring, serving), table manners, language skills through group conversation, and caregiver interaction with children in a small homelike group setting. Additionally, diverting limited use support areas to child activity spaces may result in increased child enrollment capacity. Child activity rooms should have combinations of hard surface flooring (to accommodate wet or messy activities) and carpeting (for floor play). Where existing rooms are fully carpeted, non permanent sheets of linoleum, plastic or vinyl should be selectively placed in areas used for eating. A separate room accommodating no more than the maximum child age group size (at any one time) may be used for feeding children if this room double functions for other regularly scheduled daily activities i.e., arts and crafts, sand and water play, manipulative toys. Materials, equipment and storage units to support these activities should be available within this room to ensure continuous utilization of this space.

#98 Services provided reflect assessed community/installation needs for full-day, part-day and hourly services.

#99 Services provided reflect assessed community/installation needs for infant, toddler, preschool age and school age programs.

Clarification: Program types and services should be reviewed to ensure existing allocations reflect this requirement within available facility constraints. Plans for additional facilities to meet unmet community/installation demands should be addressed in the installation/community short term (1-2 yrs) mid-term (3-7 yrs), and long term (8-10 yrs) "get well plan".

#109 CDS Coordinator attends annual HQDA Training Workshop.

Clarification: MACOM, MSC and installation/community CDS coordinators have primary responsibility for providing direct training to CDS personnel and should attend the ACS/CDS Management Course (as quotas and funding are provided by HQDA) and CDS training workshops sponsored by DoD, HQDA, and MACOM.

#122 Separate child activity rooms or facility are provided for hourly care.

Clarification: Hourly care services should be physically separated from full-day and part-day services either by facility or by designating specific areas within the same facility. This requirement may be waived in centers with less than a 50 child space capacity, in which case provisions will be made to stabilize the environment to the greatest extent possible for children enrolled on a regular basis. Children enrolled in hourly care and full day programs that occupy a single facility may be combined on a limited basis (not to exceed 1 - 1-1/2 hours) during early morning arrival and end of day departure time periods.

16

DEPARTMENT OF THE ARMY
OFFICE OF THE CHIEF OF ENGINEERS
WASHINGTON, D.C. 20314

REPLY TO
ATTENTION OF:

DAEN-ZCH-F

15 JUL 1983

SUBJECT: Metering Utility Consumption in Family Housing

SEE DISTRIBUTION

1. Reference letter, DAEN-ZCF-U, 6 Jun 83, subject: Plan to Install Utilities Meters for Family Housing.

2. Referenced letter required that an overall metering plan should be developed and programed. The plan should include a method of reading and recording utilities meter readings, maintenance and repair program for the utility meters and the locations where utility meters need to be installed.

3. As part of each installation overall metering plan, a survey of the existing utility systems should be conducted. This survey should determine where utility meters have been installed and if the meters are operational.

4. For all existing family housing, the goal is to master meter all utilities by 1989 (following guidance furnished in para 17-4.14, DODI 4270.1M). Emphasis should be given to first meter areas with high energy consumption. The installation of master meters should be accomplished through the AFH BP 1900 account (incidental alterations) to the maximum extent possible. MACOMs will assure the metering goals can be achieved by establishing a metering program which is updated on an annual basis.

5. In all new family housing construction projects, master meters for electric, water, and gas will be installed as part of the project. All new detached single family housing units will have individual utility meters. All new multiple unit family housing construction, LIIP, SUBUP and major rehabilitation projects shall have electric meter drops and heating fuel meter points as part of project for each dwelling unit. This requires a review of all projects in the construction program to assure that these requirements are included. In addition, there will be no change orders initiated that will delete metering from existing or approved projects.

6. For those projects that can not be accomplished as incidental alterations or are not included as part of a LIIP or rehabilitation project, then a special LIIP project should be developed and included in the next PARR submission.

15 JUL 1983

DAEN-ZCH-F
SUBJECT: Metering Utility Consumption in Family Housing

7. Each installation should have on file the method used to determine the utilities consumption in family housing. The Army's goal is that by 1989 all utilities consumed in family housing will be based on metered use and the engineered calculated consumption methods will be eliminated. Accomplishment of the utility metering plan will assure that energy consumption in family housing can be better monitored, actions are initiated to reduce excessive use or waste, and that projects accomplished through ECIP are providing the anticipated results.

FOR THE CHIEF OF ENGINEERS:

EVERETTE L. TUCKER, JR.
Colonel, Corps of Engineers
Chief, Army Housing Management Division
Office Assistant Chief of Engineers

DISTRIBUTION:
COMMANDER IN CHIEF
US ARMY EUROPE & SEVENTH ARMY, ATTN: AEAEN-FE
COMMANDER
US ARMY COMMUNICATIONS COMMAND, ATTN; CC-ENGR
MILITARY TRAFFIC MANAGEMENT COMMAND, ATTN; MT-SPI
US ARMY FORCES COMMAND, ATTN; AFEN-FE
US ARMY HEALTH SERVICES COMMAND, ATTN: HSC-LO-F
US ARMY INTELLIGENCE & SECURITY COMMAND, ATTN; IALOG-IFE
US ARMY MATERIEL DEVELOPMENT AND READINESS COMMAND, ATTN: DRCIS-F
US ARMY MILITARY DISTRICT OF WASHINGTON, ATTN: ANEN
US ARMY TRAINING & DOCTRINE COMMAND, ATTN: ATEN-FE
US ARMY WESTERN COMMAND, ATTN: APEN-FE
EIGHTH US ARMY JAPAN, ATTN: AJEN-FE
US ARMY LOGISTICS MANAGEMENT CENTER, ATTN; DRXMC-LS-I
SUPERINTENDENT
US MILITARY ACADEMY, ATTN: MAEN
DIVISION ENGINEER
SOUTH ATLANTIC
MISSOURI RIVER
NORTH ATLANTIC
SOUTHWESTERN
SOUTH PACIFIC
PACIFIC OCEAN
NORTH PACIFIC
EUROPE
HUNTSVILLE

DEPARTMENT OF THE ARMY
OFFICE OF THE COMPTROLLER OF THE ARMY
INDIANAPOLIS, IN 46249

18

DACA-FAA-G

30 JUN 1983

SUBJECT: Costs of Security Investigations of Contractor's Personnel, CA Letter 83-7

SEE DISTRIBUTION

1. References:

a. DACA-FAA-G letter dated 4 Aug 82, Subject: Appendix D, DA Circular 235-1.

b. DACA-FAA-G letter dated 1 Mar 83, Subject: Inflation Factors - CA Letter No. 83-4.

c. DACA-FAA-G letter dated 25 Aug 82, Subject: Costs of Security Investigations of Contractor Personnel, CA Letter No. 82-6.

2. Enclosure 1 contains information regarding the cost of conducting security investigations of contractor personnel. This information was provided by the Defense Investigative Service which conducts necessary security investigations for contractor personnel.

3. Reference 1a requires that the cost of security investigations be included when conducting a cost comparison. Costs of conducting security investigations will be entered on line 15 of the CCF as a cost of contract performance for the first year only. The allowable exception would occur when a known and scheduled increase in workload in the outyears would require additional contractor employees for whom clearances would be required. In this case, the cost of additional security clearances will be entered on line 15 of the appropriate outyear, after being inflated to the proper year from the FY 82 base year.

4. Since these costs are based on FY 82 data, preparers of the CCF will adjust the applicable costs by the O&M compound inflation factor contained in reference 1b.

5. The management study team, civilian personnel office and personnel performing the cost study will determine which contractor positions require security clearance and the required level of clearance.

6. This letter supersedes reference 1c.

DACA-FAA-G
SUBJECT: Costs of Security Investigations of Contractor's Personnel, CA Letter 83-7

7. Point of contact for this letter is Mr. Richard Gerard, Autovon 699-3066.

FOR THE COMPTROLLER OF THE ARMY:

D. W. MIKKELSON
LTC, FC
Executive, ACOA(F&A)

Enclosure

DISTRIBUTION:

HQDA (DAAA-PFC)
HQDA (DAMO-FDP)
HQDA (DAMO-ZXM)
HQDA (DAPE-MS)
HQDA (DALO-RMP-M)
HQDA (DALO-RMS)
HQDA (DAMA-PPM-M)
HQDA (DAEN-RMM)
HQDA (DAEN-MPO)
HQDA (DASG-RMP)
HQDA (DAAG-CO)
HQDA (DAJA-KL)
HQDA (DACS-BMO)
HQDA (DAAC-PE)
HQDA (DACA-BUR)
HQDA (DACS-DMS)
COMMANDERS
US ARMY INTELLIGENCE AND SECURITY COMMAND
US ARMY MATERIEL DEVELOPMENT AND READINESS COMMAND
US ARMY COMMUNICATIONS COMMAND
US ARMY MILITARY TRAFFIC MANAGEMENT COMMAND
US ARMY MILITARY DISTRICT OF WASHINGTON
US ARMY BALLISTICS AND MISSILE DEVELOPMENT COMMAND
US ARMY HEALTH SERVICES COMMAND
US ARMY FORCES COMMAND
US ARMY TRAINING AND DOCTRINE COMMAND
US ARMY TROOP SUPPORT AGENCY
US ARMY WESTERN COMMAND
SUPERINTENDENT
US ARMY MILITARY ACADEMY
COMMANDANT
US ARMY LOGISTICS MANAGEMENT CENTER
DIRECTOR
CONSTRUCTION ENGINEER RESEARCH LABORATORY

DEFENSE INVESTIGATIVE SERVICE

Cost Per Type of DIS Investigation for FY 1982

The following statement explains the make-up of the cost factors and indicates qualifications which should be applied to their use.

The costs per type of DIS investigation were developed through the use of statistical studies and constitute order of magnitude estimates of relative costs rather than precise amounts of actual costs incurred. Since the costs are based on DIS-wide data, they do not account for variations between regions. They reflect the costs of Operations and Maintenance, Defense Agencies; Procurement, Defense Agencies and Military Personnel Expenses for military personnel assigned to DIS for the period October 1, 1981 to September 30, 1982. In addition, they include estimates of costs incurred by other organizations such as military retirement, overseas leads and Federal Bureau of Investigation cost, which are not reimbursable. The cost factors are designed for use in estimating the impact of changes in the type of investigations required. Since they represent only fiscal year 1982, experience/care should be exercised in using them as a forecasting tool.

FY 1982 COST PER TYPE OF INVESTIGATION 1/

Special Background Investigation (Top Secret, Departmental)	$647.00 2/
Standard Background Investigation (Top Secret)	435.00 2/
Expanded National Agency Check (Secret)	297.00 2/
National Agency Check (Separate)	40.16 2/
Interview-Oriented Background Investigation	345.00 2/
Defense Industrial Security Clearance	28.00

1/ The cost for Background Investigations include the costs of the NAC which is conducted as part of the investigation.

2/ The processing and adjudication costs of the Defense Industrial Security Clearance Office (DISCO) have been added to the investigation costs for NAC and background investigations requested of DISCO.

DEPARTMENT OF THE ARMY
OFFICE OF THE ADJUTANT GENERAL
WASHINGTON, DC 20310

HQDA Ltr 405-83-1

22

REPLY TO ATTENTION OF
DAEN-ZCF-M (2 Jun 83)

21 June 1983

Expires 21 June 1985

SUBJECT: Policy Guidance On The Use of Facilities and Space Management

SEE DISTRIBUTION

1. References:

a. AR 5-3, Installation Management and Organization

b. AR 11-27, Army Energy Program

c. AR 210-1, Installation: Private Organizations on Department of the Army Installations

d. AR 210-20, Installation: Master Planning for Army Installations

e. AR 210-17, Inactivation of Installations

f. AR 405-70, Real Estate: Utilization of Real Estate

g. AR 405-80, Real Estate: Granting Use of Real Estate

h. AR 405-90, Real Estate: Disposal of Real Estate

i. AR 420-10, Facilities Engineering: General Provisions, Organization Functions, and Personnel

j. AR 420-70, Facilities Engineering: Buildings and Structures

k. DoD 4270.1-M, Construction Criteria Manual

l. HQDA Letter, 405-82-2, dated 19 Aug 82, subject: Policy on Repair and Retention of Temporary WW II Buildings

m. Message, DA WASH DC //DACA-PMA//, 190639Z Feb 83, subject: Facilities Assignment and Space Utilization.

2. Background. A recent Army Audit Agency report was critical of the Army's facilities space management program. Inadequate or nonexistent annual surveys, fragmented space management responsibilities, underutilized facilities, maintenance of vacant facilities and lack of action to consolidate, dispose of and mothball unneeded facilities were cited as specific deficiencies. The

following guidance is provided in response to the Army Audit Agency recommendation and reference 1.m.

3. Purpose. This document provides guidance on the proper use of facilities and space management. The intent of this guidance is to encourage conservation of energy and scarce Real Property Maintenance Activities (RPMA) resources by reducing the cost of maintenance, repair and operation of facilities through better space utilization and conservation.

4. Applicability. This document applies to all major Army Commands (MACOMs), installations and activities under DA control, as specified in AR 420-10. It does not apply to Housing Activities as prescribed in AR 210-50, Installations Family Housing Management and AR 210-11, Installations and Billeting Operations.

5. Definition of Terms. Definitions of terms are at Incl 1.

6. Policies.

a. General. Assignment of the facilities and space within facilities will be the minimum needed to meet valid mission requirements. Each facility will be used as effectively and efficiently as is practicable, considering specific user requirements and overall installation requirements.

b. Consolidation of activities. Activities will be consolidated into a minimum amount of facilities and space. This will be accomplished in order to:

(1) Assure more complete use of each facility. For example, reduce the amount of space used to support an administrative function (e.g. reduce office space and storage space to a minimum essential, in accordance with established criteria for administrative space).

(2) Assure that each facility is used for as many hours per day and days per week as possible (e.g., use facilites during both the daytime and the evening).

(3) Reduce the number of facilities kept in use by combining similar or compatible requirements and activities (e.g., youth activities, morale welfare and recreation sponsored clubs, and religious education activities that only meet for a few hours a week should share a facility).

(4) Reduce the consumption of energy and other utilities.

c. Elimination of unnecessary or unauthorized use of space by:

(1) Limiting assigned space to that determined to be valid through the use of established space criteria guides and consistent with the constraints imposed by the actual facility design.

(2) Barring the use of space for unauthorized purposes through enforcement of the agreement on facility purpose (made by the user when the facility was assigned).

(3) Where there is a strong demand for government - owned facilities, use of space by nongovernment activities will be reduced through the following procedures:

(a) Review of all real estate outgrant instruments for such use to be sure they result in a net gain to the government in either funds, services or other benefits.

(b) Renegotiating or, where possible, terminating agreements that are not in the public interest or do not promote national defense.

(c) Formally granting use of facilities and space in accordance with AR 405-80.

d. The alignment of facility assets with space requirements will be accomplished through the following process:

(1) Assignment of facilities and space by the DEH

(2) Identification of facilities and space requirements through the activity user POC.

(3) Comparison of user identified requirements with established space criteria.

(4) Validation of space requirements based on comparison with criteria and field investigation.

(5) Conducting space planning studies.

(6) Comparison of validated requirements with available and programmed assets, including consideration of:

(a) Status of assets (i.e., active vs. inactive facilities).

(b) Alternative facilities that will meet the valid requirement.

(c) Competing requirements for alternative facilities.

(d) Installation facilities and space utilization plans and the Installation Master Plan.

e. Determination of the need for diversion and conversion of facilities. When suitable assets are not available to meet a valid requirement(s), consideration should be given to diversion and conversion of other underutilized facilities. The policies on diversion and conversion of facilities are contained in ARs 420-70, 415-35 and 415-17.

f. Identification of underutilized facilities. Installation utilization reports and assignment records will be reviewed on a routine basis to maintain a current list of underutilized facilities. Facilities listed will be evaluated for reassignment, diversion, conversion, inactivation or disposal.

g. Facility inactivation or disposal. When there is no current or pending need for use of a facility, it will be either promptly inactivated or processed for disposal. AR 210-17 provides guidance on inactivation of facilities; AR 405-90 on disposal procedures.

h. Temporary WW II buildings. Army policy is to press for disposal of temporary WW II buildings. Action must be initiated promptly to dispose of unneeded temporary WW II facilities as well as those which are uneconomical to repair. Temporary WW II buildings which are to be retained will be the absolute minimum required to meet mobilization, installation mission and support needs, as determined by a thorough space utilization survey. Buildings retained must be cost effective (as established by life cycle costing), needed for a minimum of 10 years and meet minimum habitability standards (see ref 1). Temporary WW II buildings retained for mobilization must be justified and supported by one of the following: Mobilization Troop Basis Stationing Plan (MTBSP), Mobilization Army Program for Individual Training (MOB ARPRINT) or Health Service Command Mobilization Plan (HSC-MP). MACOMs will insure that only minimal funds are expended on facilities which have been or are to be retained solely for mobilization. These facilities will be mothballed in accordance with AR 210-17. Temporary WW II facilities retained for ROTC or Active Duty Training of Reserve Components will be based upon projected peak training loads. MACOMs will insure that each installation develops a consolidated plan that covers each temporary building and its intended disposition in accordance with ref 1.

7. Responsibilities.

a. The Office, Chief of Engineers, DA (OCE) will -

(1) Provide staff supervision and technical support for facilities utilization and space management.

(2) Provide DA policies and objectives for use of facilities.

(3) Make staff visits to installations in order to assess how effectively facilities are used and how efficiently space is managed.

(4) Approve and issue new space criteria.

b. MACOM Commanders will -

(1) Insure Army installations under their command establish formal procedures for efficient and effective facilities use, space management and space use surveys.

(2) Verify the effectiveness of such procedures on an annual basis through staff assistance visits.

(3) Develop installation utilization reporting procedures and schedules.

(4) Furnish technical assistance and guidance to installation and activity commanders.

(5) Make recommendations concerning the suitability of modifying the use of existing facilities in lieu of the acquisition of additional facilities.

c. Installation Commanders will -

(1) Insure the efficient use of facilities and space within facilities at their installations.

(2) Assign facilities space in an efficient and effective manner.

(3) Verify actual use of facilities through periodic space use surveys.

(4) Analyze the use of facilities, and reassign space in order to optimize use.

(5) Provide, as required, appropriate facilities and space use information to support the programming of additional facilities.

(6) Assure adherence to AR 420-70 for conversion and diversion of facilities.

d. Activity Commanders will -

(1) Assist and cooperate with the DEH in the assignment and utilization of space, including the furnishing of data relative to the use of the space occupied by the activity.

(2) Periodically conduct space inspections and space planning studies to insure optimum space utilization.

(3) Report to the DEH any space which is excess to their needs, as determined through the use of space criteria guides.

(4) As required, develop requests and justifications for space and facility assignments, based on established occupancy guides, and prepare justification for continued use of the space of currently occupied space as required by the DEH.

(5) Certify all requests and justifications for assignment and use of space to insure that all space, within their purview, is being efficiently used for the stated purpose(s) and does not exceed the maximum space allowance allocated for such use, as defined in occupancy guides.

(6) Advise the DEH of any planned or anticipated change in mission or personnel which may impact on facilities requirements.

e. Directors of Engineering and Housing (DEHs) will -

(1) Validate the space requirements of facilities users.

(2) Verify actual use of facilities by conducting periodic space use surveys.

(3) Provide technical assistance and furnish applicable portions of the space criteria guides to installation activities.

(4) Recommend to the Installation Commander the assignment and reassignment of facilities space.

(5) Evaluate the use of facilities for possible reassignment, diversion, conversion, inactivation or disposal.

(6) Prepare and submit, through proper channels, requests for additional space criteria to HQDA (DAEN-ZCI), WASH DC, 20310.

(7) Take action to request leased facilities when government facilities are not available.

8. Procedures. Procedures for requesting facilities and space within facilities are outlined at Incl 2.

SUBJECT: Policy Guidance On The Use of Facilities and Space Management

9. Recommendation for change. The proponent agency for this action is the Office of the Chief of Engineers. Users are invited to send comments and suggested improvements to HQDA (DAEN-ZCF-M), WASH DC 20314.

BY ORDER OF THE SECRETARY OF THE ARMY:

2 Incl
as

ROBERT M. JOYCE
Major General, USA
The Adjutant General

DEFINITION OF TERMS

Activity user point of contact (POC) - an individual who will serve as a coordinator of all space management matters between the activities whom they represent and the DEH.

Department of the Army-controlled facilities -- government-owned space or space leased by the Department of the Army.

Space criteria guides -- DA/DoD guidelines which outline the space requirements for various activities. These space requirement guidelines are based on functions, operations, and staffing of the particular activity for which they are developed.

Real Property facility — a separate or individual building identifiable in the three-digit category codes listed in AR 415-28.

Space assignment — an administrative action which authorizes a Federal activity or other eligible entity to occupy and use building space and land areas incidental to the building space.

Space inspection -- an evaluation of how assigned space is being used. The purpose of space inspections is to determine whether corrective action is required.

Space planning — a study to determine the best location and the most efficient layout of operations and equipment of an activity.

Space use survey -- a detailed analysis, using space management procedures and techniques, of how an activity is using its assigned space.

Space or facilities utilization — a measure of how and how efficiently Government-owned and -leased facilities are occupied.

PROCEDURES

1. Facility User Points of Contact (POC). Each installation activity that is assigned space in installation facilities will identify its POC to the DEH. This individual should normally also be the coordinator of the Facilities Engineer work requests for that activity. The activity is responsible for advising the DEH in advance of any change of the POC so that an orderly transfer of responsibility may be effected.

2. Requests for use of space in installation facilities. Activities (military and nonmilitary) requiring space will complete written requests as prescribed by the DEH. Typically, such requests would include:

a. The amount and type of space requested and the rationale and criteria for such a request.

b. An explanation of how the space will be used.

c. An explanation of the mission requirement for the space and how it is related to this activity's other space requirements.

d. A description of how and where the need is currently being met.

e. The date the space is needed and the anticipated duration of the requirement.

f. The number and occupation of personnel who plan to use the space and any applicable shift requirements.

g. A list of required utility services.

h. The impact of the proposed space assignment on personnel working conditions.

i. A list of equipment proposed for use in the facility.

j. An identification of any special requirements that may effect the decision on space assignment.

k. An agreement by the user not to use the space for any purpose other than that for which it is assigned without prior approval of the installation commander or his designated representative.

l. Certification by the activity commander in accordance with paragraph 6d(5).

3. Evaluation of request for use of space. The DEH will evaluate all requests by measuring the request against established DoD and DA occupancy criteria (as outlined in ARs 405-70, 210-1 and DoD Construction Criteria Manual 4270.1-M). The need for new criteria should be reported to HQDA (DAEN-ZCI), with the MACOM recommendation. Criteria will be approved and issued by HQDA.

4. Field investigation of facilities prior to assignment. DEH and user representatives will visit alternative facilities being considered for assignment/reassignment. Additionally, where feasible, the present location of the function proposed to be relocated will be visited to supplement and clarify the request for use of space. Simple, accurate single-line floor plans of facilities will be made where as-built drawings are no longer useable for space management. Plans and drawings will be annotated with updated information subsequent to initial visit.

5. Assignment of space. The installation commander, or his designated representative, will approve assignments of all facilities and space in installation facilities. The installation commander may be assisted by a Facilities Utilization Board or other appointed board(s) or committee(s). The boards/committees may be established as separate entities, or they may be an additional responsibility subcommittee for the Installation Planning Board (AR 210-20). Where such boards and committees are established, they will be primarily concerned with:

a. Implementing load installation policies on facilities utilization in accordance with the existing regulations and MACOM policy(s) and guidance.

b. Determining relative priorities of requirements.

c. Resolving controversial space assignment issues (e.g., temporary use of space by occupants of facilities being rehabilitated).

d. All space assignments will be recorded on the requests for use of space. The assigned use, the condition of the facility, and its installed equipment will be closely noted.

6. Specialized use plans. Plans and policies for the utilization of specific sections of an installation may be developed by the DEH. Typical examples of specialized areas are Community Center and Industrial Areas. Plans should integrate various aspects of the installation master plan with current plans for facilities utilization. Such plans must be reviewed and approved by the appropriate board, committee or the installation commander.

7. Reports for utilization of facilities. MACOMS will specify the local procedures for the reporting of utilization of installation facilities. This will include identifying the data to be reported, the reporting schedule, and the respective responsible installation activities. Installation activities will forward their completed reports through their facility POC to the DEH. The DEH will thereafter forward the reports to their respective MACOMs for review and comment. The Installation Commander or designated representative will be advised of those activities that have not satisfactorily met the reporting requirements and will recommend appropriate action to assure future compliance.

DEPARTMENT OF THE ARMY
OFFICE OF THE CHIEF OF ENGINEERS
WASHINGTON, D.C. 20314

REPLY TO ATTENTION OF:
DAEN-ZCH-S

27 MAY 1983

SUBJECT: Commercial Activities (CA) Program Guidance For Housing Activities

SEE DISTRIBUTION

1. Enclosure 1 provides detailed guidance to CONUS MACOMs on the contractibility and noncontractibility of installation housing activities for use in conducting housing functional elements reviews, writing performance work statements, developing composition of residual management staffs and conducting comparative cost analyses as part of the CA Program studies. This letter has been coordinated with Office of the Comptroller of the Army, Resource Management Directorate, Commercial Activities Division (DACA-RMC) and is the current Army guidance for housing activities.

2. Separation of Housing Division responsibilities and workload into contractible and noncontractible categories should be done on the basis of a projection of what functions should be performed by Government employees when a service contract is in operation. Responsibility for the overall performance of the housing functions will not be assigned to the contracting officer but will be vested in the installation staff member designated as the "functional area chief" for housing. The contracting officer has the authority for administering the contract. All dealings with the contractor and matters affecting the contract are performed by or through the contracting officer. The functional area chief is responsible for determining what services are required of the contractor, performing quality assurance evaluation, and accepting the services delivered. An explanation of the contracting officer, functional area chief, and contractor relationships and responsibilities is provided in Office of Federal Procurement Policy Pamphlet No. 4.

3. Generally, the functional area chief's office should be staffed to perform those housing functions that are the responsibility of the Government under a predominately contract operation. These include "governmental functions" that involve a substantive exercise of direction in determining what the government's requirements are, or what the Government should or should not do, that involve the obligation of funds, or involve the judgment of contractor performance.

3

27 MAY 1983

DAEN-ZCH-S
SUBJECT: Commercial Activities (CA) Program Guidance For Housing Activities

4. Request this letter be dissemenated as Army guidance for implementing the CA Program in the housing functional area. Point of contact for this action is Mr. Richard H. Smith, AV 285-0969, 71, 72.

FOR THE CHIEF OF ENGINEERS:

for J B Hilmes, BG
N. G. DELBRIDGE, JR.
Major General, USA
Assistant Chief of Engineers

Enclosure

DISTRIBUTION:

COMMANDERS:
US ARMY MATERIEL DEVELOPMENT & READINESS COMMAND, ATTN: DRCIS-H
US ARMY INTELLIGENCES AND SECURITY COMMAND, ATTN; IALOG-IC
US ARMY COMMUNICATIONS COMMAND, ATTN: CC-ENGR-CP
US ARMY MILITARY DISTRICT OF WASHINGTON, ATTN: ANEN-HD
US ARMY HEALTH SERVICES COMMAND, ATTN: HSLO-FH
MILITARY TRAFFIC MANAGEMENT COMMAND, ATTN: MT-SA
US ARMY FORCES COMMAND, ATTN: AFEN-RM-H
US ARMY TRAINING AND DOCTRINE COMMAND, ATTN: ATEN-H
US ARMY WESTERN COMMAND, ATTN: APEN
SUPERINTENDENT
US MILITARY ACADEMY, ATTN: MAEN-H

HOUSING FUNCTIONAL RESPONSIBILITIES IN A PREDOMINATELY CONTRACT MODE

HOUSING WORK CENTER	HOUSING FUNCTION	IN-HOUSE RESPONSIBILITY	CONTRACTOR RESPONSIBILITY
Office of the Chief, Housing Division	1. Approves or processes exception to policy within the limits of delegated authority.	X	
	2. Management and administration of all installation housing functions.	X	
	3. Formulates local policy and establishes supplemental procedures in compliance with DOD, DA, and MACOM regulations and guidance.	X	
	4. Ensures coordinated implementation of regulations, policy and guidance for all housing elements.	X	
	5. Interprets and changes HRO/leasing policy and guidance.	X	
	6. Interprets and changes UPH policy and guidance.	X	
	7. Interprets and changes furnishings policy and guidance.	X	
	8. Establishes mobilization and contingency requirements plans.	X	
	9. Conducts liaison with other governmental agencies and local community to enhance the housing program.	X	

HOUSING FUNCTIONAL RESPONSIBILITIES IN A PREDOMINATELY CONTRACT MODE

HOUSING WORK CENTER	HOUSING FUNCTION	IN-HOUSE RESPONSIBILITY	CONTRACTOR RESPONSIBILITY
Office of the Chief, Housing Division	10. Monitors report of survey.	X	
	11. Reviews and certifies recurring and special reports as required.	X	
	12. Monitors the housing inspection program.	X	
	13. Monitors contractors work performance through the contracting office.	X	
	14. Ensures energy conservation program for for housing is executed to meet Army goals.	X	
	15. Review of operations and maintenance performance data.	X	
	16. Provides NAF policy and guidance.	X	
	17. Translates plans and programs into budgetary requirements.	X	
	18. Ensures maximum utilization of resources (housing assets, funds and manpower).	X	
	19. Directs and approves periodic or scheduled surveys, audits, reviews, and inspections.	X	
	20. Reviews and approves current and long-range programs for construction.	X	

HOUSING FUNCTIONAL RESPONSIBILITIES IN A PREDOMINATELY CONTRACT MODE

HOUSING ... CENTER	HOUSING FUNCTION	IN-HOUSE RESPONSIBILITY	CONTRACTOR RESPONSIBILIT
...ce of the ... Housing ...ion	21. Reviews and approves current and long-range M&R programs.	X	
	22. Reviews and approves maintenance and repair projects.	X	
	23. Assigns priorities to maintenance and repair projects.	X	
	24. Serves as advisor to, and acts, for installation commander or representative in functional areas within housing.	X	
	25. Takes action with higher headquarters to accomplish diversions, conversions, and disposal of owned or leased housing assets.	X	
	26. Ensures periodic review and establishment of fair market rental rates.	X	
	27. Serves as career program manager for Housing Management Career Program (Program 27) and approves training for career development.	X	
	28. Ensures equal opportunity in providing nondiscriminatory housing.	X	

HOUSING FUNCTIONAL RESPONSIBILITIES IN A PREDOMINATELY CONTRACT MODE

HOUSING WORK CENTER	HOUSING FUNCTION	IN-HOUSE RESPONSIBILITY	CONTRACTOR RESPONSIBILITY
Housing Program and Budget Office	1. Controls financial resources for the AFH, OMA and NAF housing activities.	X	
	2. Develops fiscal program from technical data.	X	
	3. Advisor to Housing Manager and staff concerning financial matters.	X	
	4. Analyzes and reprograms funds.	X	
	5. Manages H Account for UPH.	X	
	6. Coordinates NAF Program.	X	
	7. Ensures compliance with fiscal policy.	X	
	8. Formulates budget.	X	
	9. Review and analyzes of resources.	X	
	10. Completes recurring and special report as required.	X	
	11. Controls obligations and reimbursements of the FHA.	X	
	12. Maintains historical cost records.	X	
	13. Establishes internal control to preclude over obligation and administrative/statuatory fiscal violations.	X	

HOUSING FUNCTIONAL RESPONSIBILITIES IN A PREDOMINATELY CONTRACT MODE

HOUSING WORK CENTER	HOUSING FUNCTION	IN-HOUSE RESPONSIBILITY	CONTRACTOR RESPONSIBILITY
...mily Housing ...agement ...nch	1. Develops family housing management policy.	X	
	2. Determines requirements and processes requests for conversions, diversions, rehabilitation, redesignation, allocations, and disposal of government owned or leased housing assets.	X	
	3. Directs annual Family Housing Requirements Survey.	X	
	4. Reviews results of inspections (health, safety, fire, sanitation, quarters, and maintenance).	X	
	5. Determines need for additional assets through family housing acquisition or leasing program.	X	
	6. Determines liability and collects for lost, damaged, or destroyed property.	X	
	7. Evaluates and takes action on requests for exception to policy.	X	
	8. Represents the installation commander in dealing with various on and off-post agencies relating to total housing support.	X	

HOUSING FUNCTIONAL RESPONSIBILITIES IN A PREDOMINATELY CONTRACT MODE

	HOUSING FUNCTION	IN-HOUSE RESPONSIBILITY	CONTRACTOR RESPONSIBILITY
	9. Evaluates management, maintenance and operating costs, and deveops rationale for justification of budget proposals.	X	
	10. Assignments and terminiations of government controlled facilities.		X
	11. Achieves maximum utilization of facilities.		X
	12. Completes recurring and special reports as required.		X
	13. Maintains waiting lists for quarters assignment.		X
	14. Maintains projected and anticipated vacancy records.		X
	15. Schedules and coordinates facilities maintenance with government or contractor activities.		X
	16. Identifies and coordinates operations, maintenance, repair, LIIP, and improvement projects for inclusion in the annual and long-range work plans.		X
	17. Manages substandard housing program.		X

HOUSING FUNCTIONAL RESPONSIBILITIES IN A PREDOMINATELY CONTRACT MODE

HOUSING WORK CENTER	HOUSING FUNCTION	IN-HOUSE RESPONSIBILITY	CONTRACTOR RESPONSIBILITY
Family Housing Management Branch	18. Administers Homebase/Advanced Assignment Program, the deferred travel program and other exceptions to immediate termination of quarters.		X
	19. Conducts counseling concerning rights and responsibilities in occupancy of government controlled housing.		X
	20. Manages Family Housing Self-Help Program.		X
	21. Maintains and provides automated housing data for upward reporting requirements.		X
	22. Establishes and maintains key control system.		X

HOUSING FUNCTIONAL RESPONSIBILITIES IN A PREDOMINATELY CONTRACT MODE

HOUSING WORK CENTER	HOUSING FUNCTION	IN-HOUSE RESPONSIBILITY	CONTRACTOR RESPONSIBILITY
Housing Referral Office	1. Represents the installation commander in matters dealing with off-post community and officials.	X	
	2. Encourages and assists the community in providing housing to meet military community requirements.	X	
	3. Mediates tenant/landlord disputes.	X	
	4. Investigates complaints of discrimination.	X	
	5. Inspections of housing considered for for government leasing or acquisition.	X	
	6. Approves listings of sanctioned properties for publication and distribution.	X	
	7. Determines availability of off-post housing.		X
	8. Conducts annual Family Housing Requirements Survey.		X
	9. Maintains listings of available community housing.		X
	10. Counsels sponsors concerning rights and responsibilities.		X

HOUSING FUNCTIONAL RESPONSIBILITIES IN A PREDOMINATELY CONTRACT MODE

HOUSING WORK CENTER	HOUSING FUNCTION	IN-HOUSE RESPONSIBILITY	CONTRACTOR RESPONSIBILITY
Housing Referral Office	11. Promotes Equal Opportunity Policy in providing nondiscriminatorty housing.		X
	12. Inspections of housing to determine suitability for referral.		X
	13. Gathers data and completes recurring and special reports as required.		X
	14. Implements local procedures to ensure in and out processing of military personnel.		X
	15. Assists all military personnel and government employees, regardless of marital status, in finding suitable off-post accommodations.		X

HOUSING FUNCTIONAL RESPONSIBILITIES IN A PREDOMINATELY CONTRACT MODE

HOUSING WORK CENTER	HOUSING FUNCTION	IN-HOUSE RESPONSIBILITY	CONTRACTOR RESPONSIBILITY
Facilities Section	1. Reviews, modifies and approves annual and long-range work plan.	X	
	2. Plans, programs, coordinates and monitors all projects for maintenance, repairs, modifications, and improvements.	X	
	3. Approves or disapproves work order requests not specifically covered in PWS and monitors status and progress of accomplishment.	X	
	4. Monitors energy conservation program.	X	
	5. Monitors Housing Self-Help Program.	X	
	6. Reviews, approves and submits DD 1391 and/or other project documents for approvals.	X	
	7. Obtains administrative and technical approval of projects.	X	
	8. Monitors in progress and completed work pleted work to assure technical compliance.	X	
	9. Identifies annual and long-range requirements for maintenance, repair and improvements to quarters and associated real Property.		X

45

HOUSING FUNCTIONAL RESPONSIBILITIES IN A PREDOMINATELY CONTRACT MODE

HOUSING WORK CENTER	HOUSING FUNCTION	IN-HOUSE RESPONSIBILITY	CONTRACTOR RESPONSIBILITY
Facilities Section	10. Develops annual/long-range work plan.		X
	11. Implements energy conservation program for housing.		X
	12. Prepares requests for design of projects.		X
	13. Advises and assists in the development of standards of cleanliness and/or serviceability.		X
	14. Prepares and submits recurring and special reports as required.		X

HOUSING FUNCTIONAL RESPONSIBILITIES IN A PREDOMINATELY CONTRACT MODE

HOUSING WORK CENTER	HOUSING FUNCTION	IN-HOUSE RESPONSIBILITY	CONTRACTOR RESPONSIBILITY
Unaccompanied Personnel Housing Management Branch	1. Manages UPH, transient and guest housing programs.	X	
	2. Develops UPH housing management policy and procedures.	X	
	3. Administers the NAF Programs.	X	
	4. Conducts review and analysis of billeting programs.	X	
	5. Takes action with higher headquarters to accomplish conversions, diversions, rehabilitations, designation, allocation and disposal of government owned or leased assets.	X	
	6. Issues certificates of nonavailability.	X	
	7. Conducts or makes arrangements for inspections (health, safety, fire, sanitation, quarters, and maintenance.	X	
	8. Approves need for additional assets through UPH housing acquisition or leasing program.	X	
	9. Approves improvement/rehabilitation projects.	X	
	10. Responsible for property accountability.	X	

HOUSING FUNCTIONAL RESPONSIBILITIES IN A PREDOMINATELY CONTRACT MODE

HOUSING WORK CENTER	HOUSING FUNCTION	IN-HOUSE RESPONSIBILITY	CONTRACTOR RESPONSIBILITY
Unaccompanied Personnel Housing Management Branch	11. Represents the installation commander in dealing with various on and off-post groups in matters relating to UPH.	X	
	12. Determines services charges.	X	
	13. Determines liability and initiates collection for lost, damaged or destroyed property.	X	
	14. Approves acquisition of furnishings and supplies.	X	
	15. Provide in-room custodial services (NAF).		X
	16. Prepares assignment/termination documentation.		X
	17. Collects service fees.		X
	18. Accounting for appropriated and non-appropriated funds.		X
	19. Achieves maximum utilization of assets.		X
	20. Prepares and submits recurring and special reports as required. Maintains all data needed for compliance with report requirements.		X

A-84

HOUSING FUNCTIONAL RESPONSIBILITIES IN A PREDOMINATELY CONTRACT MODE

HOUSING WORK CENTER	HOUSING FUNCTION	IN-HOUSE RESPONSIBILITY	CONTRACTOR RESPONSIBILITY
Unaccompanied Personnel Housing Management Branch	21. Maintains a reservation system.		X
	22. Conducts requirements surveys.		X
	23. Counsels individual as to rights and responsibilities.		X
	24. Supplies linen exchanges/furniture exchanges.		X
	25. Maintains key control system.		X
	26. Maintains property control system.		X
	27. Determines requiements for furnishings and supplies.		X
	28. Initiates actions for acquisition of furnishings and supplies.		X
	29. Conducts annual UPH requirements survey.		X
	30. Maintains and prepares all data and reports on the capacity and utilization of UPH.		X
	31. Coordinates maintenance repair and improvement requirements with Facilities Branch.		X

HOUSING FUNCTIONAL RESPONSIBILITIES IN A PREDOMINATELY CONTRACT MODE

HOUSING WORK CENTER	HOUSING FUNCTION	IN-HOUSE RESPONSIBILITY	CONTRACTOR RESPONSIBILITY
..rnishings ..anagement ..anch - ..ministation	1. Serves as property book officer.	X	
	2. Maintains property book and master HR's.	X	
	3. Determines program and expenditure levels.	X	
	4. Provides budget data to the Program and Budget Office for inclusion in the FHMA and OMA budget.	X	
	5. Works in close coordination with the and Budget Office to ensure that funding adjustments are made as necessary and that maximum utilization of funds is achieved.	X	
	6. Audits and verifies inventory inspections and reports.	X	
	7. Initiates and reviews reports of surveys. Determines or provides relief from pecuniary libility.	X	
	8. Has responsibility for property.		X
	9. Determines program requirements. Establishes and maintains historical consumption levels for each item of furnishing.		X
	10. Plans and programs for inventory adequacy.		X

HOUSING FUNCTIONAL RESPONSIBILITIES IN A PREDOMINATELY CONTRACT MODE

HOUSING WORK CENTER	HOUSING FUNCTION	IN-HOUSE RESPONSIBILITY	CONTRACTOR RESPONSIBILITY
Furnishings Management Branch - Adminstration	11. Prepares equisitions for furnishings.		X
	12. Directs warehousing (storage and handling) of inventories.		X
	13. Directs proper distribution of inventories.		X
	14. Arrnages for maintenance and repair of inventories.		X
	15. Maintains liaison with various groups, groups, regarding quarters furnishings and supply requirements.		X

HOUSING FUNCTIONAL RESPONSIBILITIES IN A PREDOMINATELY CONTRACT MODE

HOUSING WORK CENTER	HOUSING FUNCTION	IN-HOUSE RESPONSIBILITY	CONTRACTOR RESPONSIBILITY
rnishings nagement nch - ehouse	1. Operates storage facilities for furnishings inventory		X
	2. Issues and receives housing furnishings.		X
	3. Provides pickup and delivery of housing furnishings.		X
	4. Prepares furnishings storage-related documentation.		X
	5. Performs in-storage maintenance of inventories.		X
	6. Manages stock rotation system.		X
	7. Prepares furnishings for shipment.		X
	8. Coordinates transportation activities.		X
	9. Processes receipt and issue documents.		X
	10. Maintains and operates material handling equipment.		X
	11. Conducts inventories and prepares reports.		X

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314

54

28 MAR 1983

REPLY TO
ATTENTION OF:

DAEN-ECC-A

SUBJECT: MILCON Concept Design

SEE DISTRIBUTION

1. A complete revision of AR 415-15, Military Construction Army (MCA) Program Development, is presently at TAG for publication. It contains a chart (Figure 4-4) which indicates, under "normal condition," concept design (35 percent) for MCA projects shall be reached by 1 September of the design year. The 1 September date does not allow adequate time for completion of the HQ, USACE review, revisions to DD Form 1391, preparation of the MCA Program Justification Books (Green Books), inclusion in the Army Budget and submission to Department of Defense (DOD) by 1 October.

2. Therefore, MCA project concept design completions shall be scheduled to achieve receipt of the concept estimate in DAEN-ECC no later than 1 August of the design year. The AR will be revised accordingly. Army Reserve and Production Base Support project cycles remain unchanged.

3. The Air Force Programming and Budgeting Cycle essentially follows that of the Army with the Air Force's budget submission to DOD also required by 1 October. Since it is no longer possible to accommodate all price changes during the DOD review period, concept designs for Air Force projects should be scheduled for completion in sufficient time to permit submission of the concept estimates to the AFRCE's not later than 1 August.

4. The above guidance is not in conflict with the DOD goal of 100 percent of the MILCON program at 35 percent design level by 1 January of the budget year. That requirement was directed by Congressional mandate.

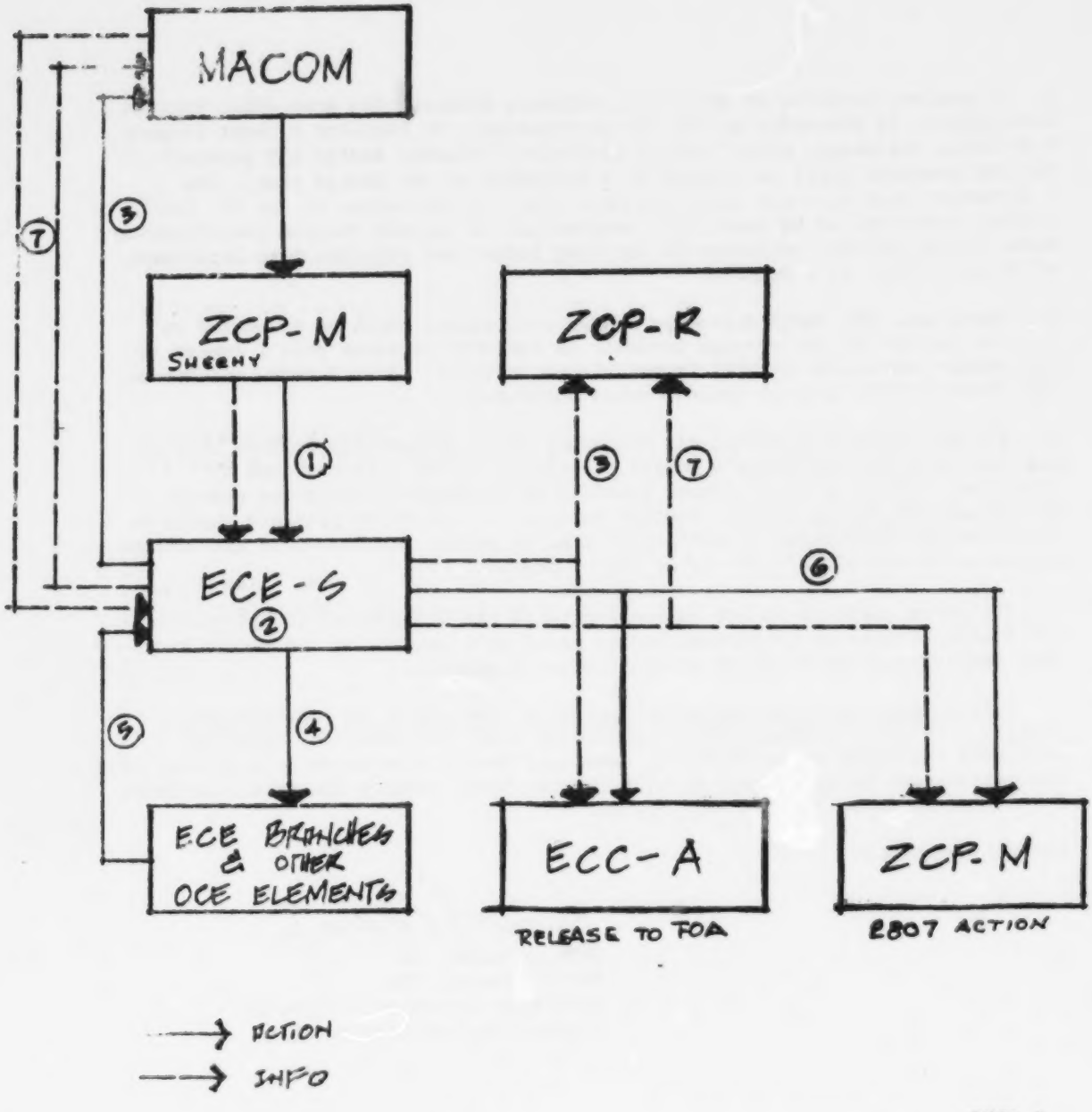
5. This guidance will be effective beginning with the FY 86 construction program. To achieve this earlier submission date, the Assistant Chief of Engineers will make every effort to issue all Code 2 directives by 1 October 1983. Discussions are being carried on with the Air Force seeking the same time frame for design releases for the MCP program.

FOR THE COMMANDER:

James S. Albro, Jr.

AMES S. ALBRO, JR.
Major General, USA
Assistant Commander & Director
Engineering and Construction

1-PAGE 1391 FLOW CHART



INCL 3

FRONT PAGE DD FORM 1391 REVIEW BY ECE

1. ZCP-M provides a hard copy or a FN for retrieval from 1391 processor

2. Initial screening determines validity of project. Contacts are made with appropriate proponents (ECIP, APAP etc.).

3. Invalid projects are returned to MACOMS (ACE) (Info copy to ZCP-R).

4. Projects are forwarded to appropriate branches within ECE and/or other elements of OCE. (This process takes 1-3 days)

5. Projects are returned to ECE-S.

6. For valid project cost estimates are prepared for the validated scope, review comments are edited as required and projects are released to ECC-A & ZCP-M.

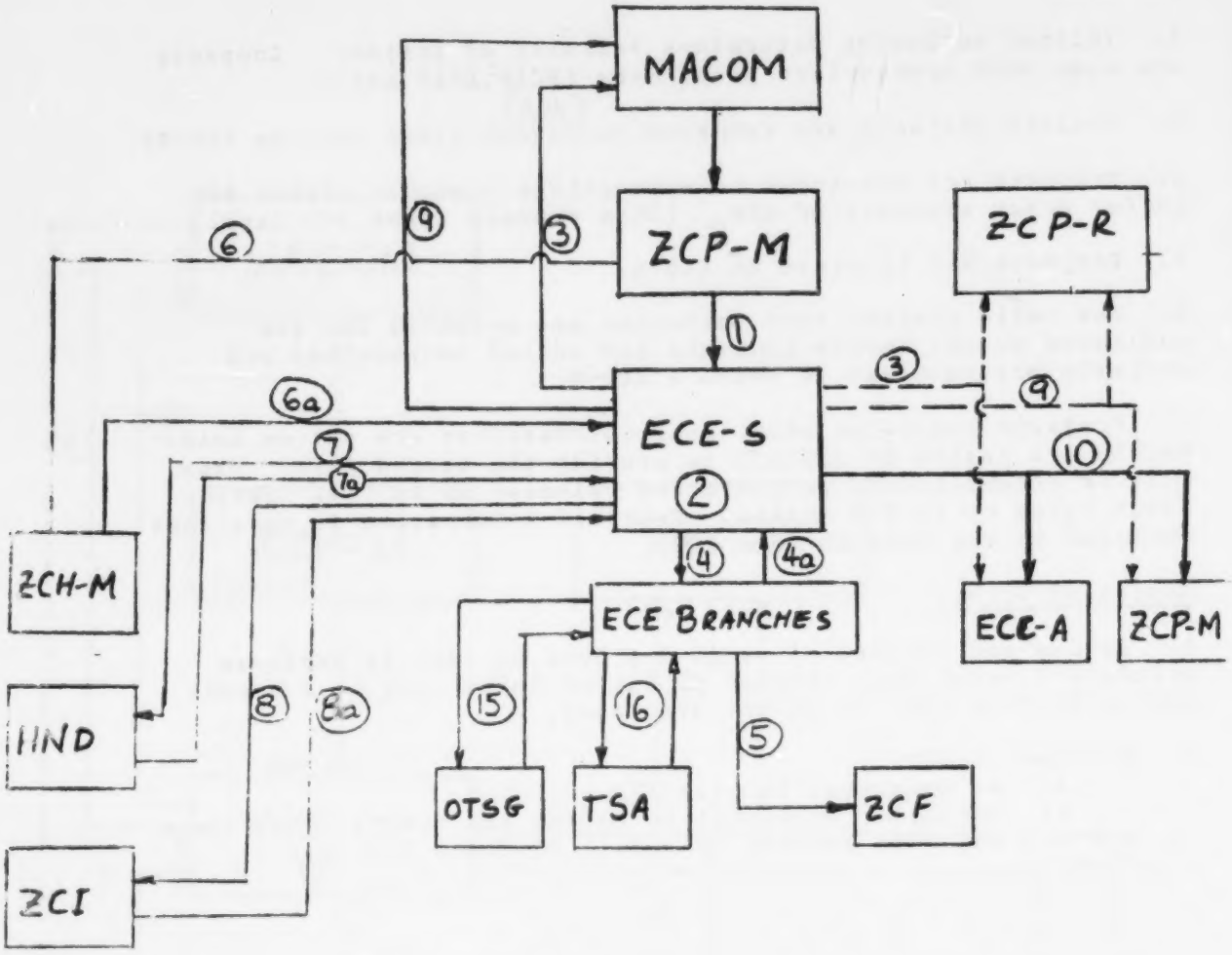
7. Projects requiring additional informations are put on hold. MACOMS are tasked by PAXMAIL to provide the needed info. When this is accomplished, projects are released as in (6). These steps takes up to 2-3 months. Required information is sometimes included in the full DD Form 1391.

Generatal Notes:

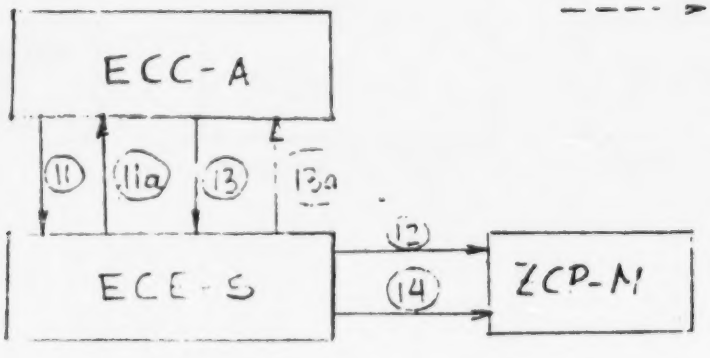
1. Review and release of valid 1-p Form DD 1391 is achieved within 2-3 weeks from receipt of either hared copy or a notice that a DD Form 1391 is in the processor.

2. Problem areas:
   a) as described in step (7).
   b) Irregular submittal by MACOMS and ZCP-M. Many 1page reviews are not made because only full DD Forms 1391 are received.

ECE REVIEW OF FULL 1391 - FLOW CHART



3086 FLOW CHART



action

info

INCL 4

FLOW CHART DESCRIPTION
FULL 1391

1. ZCP-M provides a hard copy or a form number for retrieval of DD Form 1391 from the processor.

2. Initial screening determines validity of project. Contacts are made with appropriate proponents (ECIP, APAP, etc.)

3. Invalid projects are returned to MACOMs or requests are made for additional information. (Info copy to ZCP-R)

4. Projects are routed through ECE branches for technical review.

5. Utilities and other selected projects are also routed by ZCF (ECIP, APAP, Fire Prevention, etc.).

4a & 5a. Projects are returned to ECE-S for action.

6. ZCP-M provides DD Forms 1391 or form number notification to ZCH-M on all projects for BOQs and BEQs for validation of housing requirements.

7. ECE-S provides HND with DD Forms 1391 or notification on all projects for ranges (Category Code 179) for validation.

8. ECE-S provides ZCI hard copies of DD Forms 1391 for projects requiring exceptions to DoD space criteria.

NOTE: Projects in Steps 6, 7, and 8 are reviewed by ECE branches, but their release is held pending proponents validation (6a, 7a, 8a).

9. Projects that cannot be supported are returned to MACOMs for additional information or proposed cancellation. (Info copy to ZCP-R)

10. Review comments are edited, cost estimates validated or corrected, posted in data base and projects released to ECC-A and ZCP-M.

11. Preconcept DD Forms 3086 are reviewed by ECE-S.

11a. Deficient 3086s are annotated and returned to ECC-A with a proposed 1391 cost block.

12. Revised 1391 cost blocks are forwarded to ZCP-M.

13, 13a and 14 same as 11, 11a and 12 except for DD Forms 3086 based on concept design (35%).

15. Medical facilities (Category Code 500) require validation by OTSG.

16. Dining facilities require validation by TSA.

PROBLEM AREAS

a. Late submittals of DD Forms 1391.

b. Lack of siting information on processor generated 1391 or with hard copies 1391 (Step 4).

c. Validation of housing requirements by ZCH-M (Step 6).

d. Validation of range programs by HNDED (Step 7).

e. Processing of requests for waiver to DoD space criteria by ZCI (Step 8).

f. Requests for additional information from MACOMs and returned projects (Step 9). MACOMs often do not respond. Frequent follow-ups are required.

g. Timeliness of DD Forms 3086 submittal.
As of now (20 Jul 83), we have about 40% validated 3086s for FY 85 based on concept design (Step 14).

h. Occasionally, OTSG validation of medical facilities delays release of DD Forms 1391 (Step 15).

i. We do release 1391s for dining facilities prior to TSA validation. TSA sometimes does not validate dining facilities as requested. New or revised 1391s must be released (Step 16).

j. LCE 1391 releases are still made by annotated hard copy instead of changing the form in the 1391 processor. This creates a problem with other participants in the process. ECC-A uses automated means to prepare and transmit directives. Presently, ECC-A reproduces copies of annotated DD Forms 1391 and mails to FOAs. ECC-A no longer provides copies to the MACOMs and installations. Because it takes considerably more time to change DD Forms 1391 on the 1391 processor than it does by annotating hard copy, additional resource of approximately 1 person-year would be required to use the processor. Additionally, the computer time cost for changing a form on the processor will average $50 per changed form. Estimated computer costs for entering changes in the processor for a typical annual program is $150,000.

RECOMMENDED SOLUTIONS

a. Delayed submittal of DD Forms 1391 should cause projects to drop from program. Chief of Engineers or ACE should determine exceptions to this policy.

b. Inform MACOMs in guidance letter that site plans and sketches will be submitted with DD Forms 1391 as required by AR 415-15.

c. Improve timeliness of ZCH review process.

d. This has been informally discussed with Chief, Engineering Division, HND. If improvements are not made, follow-up letter will be sent to HND.

e. This is a new requirement and problems will be discussed between ECE and ZCI.

f. Impose deadlines for receipt of required information from MACOMs. Inform MACOMs that if information is not received, projects will be dropped from program (by ACE).

g. Improvement in processing and release of DD Forms 1391 should resolve this problem.

h. This is not a serious problem.

i. Previous experience indicates that TSA review typically takes 2-4 months (sometimes up to 9 months). Meetings were recently held with TSA and problem was discussed. Recommend a formal follow-up be sent to TSA.

62

DEPARTMENT OF THE ARMY
OFFICE OF THE CHIEF OF ENGINEERS
WASHINGTON, D.C. 20314

REPLY TO ATTENTION OF:

7 JAN 1983

DAEN-ZCH-F

SUBJECT: Reporting of Family Housing Energy Consumption

SEE DISTRIBUTION

1. Reference:

a. DoD Manual 5126-46M

b. AR 11-27, Army Energy Program

2. DoD will publish a new Defense Energy Information System (DEIS) manual, DOD 5126.46M. The new manual and a draft of Chapter 5, AR 11-27 related to Army energy reporting will be distributed by the end of February 1983. These documents require significant changes in the DEIS reporting procedures. A major change is that Family Housing DEIS II data will be separated from other installation facility energy data using a separate identification number. Other changes include the reporting of costs for DEIS II fuels and the addition of several renewable energy fuel codes.

3. Required implementation of the new DEIS reporting procedures will be for the second half of FY83. The identification number to be used for reporting installation Family Housing energy will be the installations present DODAAC with the first digit replaced by an "X".

4. It is recognized that metering of all utilities is not available at many installations. Therefore, the method that is currently being used to determine energy consumption for billing Family Housing may continue in use for the present time.

5. To fully utilize the DEIS Report, the baseline FY75 energy consumed by Family Housing needs to be established. Request that this energy consumption data be gathered as shown in the inclosed format, (Incl 1) by installation and summarized by MACOM (RCS DD-M(AR)1313) and submitted to DAEN-ZCH-F by 14 February 1983.

DAEN-ZCH-F 7 JAN 1983
SUBJECT: Reporting of Family Housing Energy Consumption

...simplify reporting and improve accuracy, include those installations ...ly with...your command although they may not have been part of your ...and in FY85 (due to reorganization/realignment, etc.). Also, make sure ...t all energy purchased directly by Family Housing is included in the ...eport.

FOR THE CHIEF OF ENGINEERS:

EVERETTE L. TUCKER, JR.
Colonel, Corps of Engineers
Chief, Army Housing Management Division
Office Assistant Chief of Engineers

1 Incl
as

DISTRIBUTION:

COMMANDER IN CHIEF
US ARMY, EUROPE & SEVENTH ARMY, ATTN: AEAEN-FE
COMMANDERS
US ARMY COMMUNICATIONS COMMAND, ATTN: CC-ENG
US ARMY MATERIEL DEVELOPMENT & READINESS COMMAND, ATTN: DRCIS-F,
EIGHTH US ARMY, ATTN: EAFE-U
US ARMY FORCES COMMAND, ATTN: AFEN-FE
US ARMY HEALTH SERVICES COMMAND ATTN: HSC-LD-F
US ARMY INTELLIGENCE & SECURITY COMMAND, ATTN: IALOG-IFE
US ARMY MILITARY DISTRICT OF WASHINGTON, ATTN: APEN-FE
MILITARY TRAFFIC MANAGEMENT COMMAND, ATTN: MT-SPI
US ARMY, JAPAN/IX CORPS, ATTN: AJEN-FE
US ARMY TRAINING AND DOCTRINE COMMAND, ATTN: ATEN-FE,
US ARMY WESTERN COMMAND, ATTN: WAEN
SUPERINTENDENT
US MILITARY ACADEMY, ATTN: MAEN

☆ U.S. Government Printing Office: 1986—491-036/52468